

25X1 UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 28 April 1965

FROM : Personnel Officer, OTR

SUBJECT: Bi-Weekly Activity Report #8

I. SIGNIFICANT ITEMS:

25 YEAR RE-REVIEW

None

II. OTHER ITEMS:

Ceiling

25X1 PO/TR prepared a memorandum for the DDS which in part
25X1 relinquishes five ceiling positions. The memo defends our
25X1 current T/O vacancies and requests the retention of five
which would be used for
training support requirements.

DDP Requirements

25X1 In the recent past, the Office of Training has been
25X1 unsuccessful in nominating an appropriate candidate for a
25X1 Reports Officer position and an Intel Analyst/
25X1 Reports position. Currently, the DDP is considering
the nomination of or the latter position. In

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addition to the above requirements, we have just been requested to supply an Intell Analyst/Reports Officer [redacted]

Logistics Promotions

PO/TR has recently followed up on our outstanding promotion recommendations for Logistics Careerists [redacted]. We were advised that the CSGA situation in Logistics is still critical and relief will not come in the foreseeable future. The Executive Officer, OTR has been advised.

Area School Reassignments

[redacted] has reported to the Intelligence School for permanent assignment. [redacted] will be interviewed by the CA Staff for a possible assignment upon return from his current vacation. If this interview is unsuccessful, he will report to a permanent position with the Intelligence School. [redacted] has terminated her Agency employment effective 25 April 1965 upon the expiration of her current contract.

Reassignments

2. PO/TR has begun the formal action to change [redacted] designation to OTR and concurrently downgrade him from GS-14 to GS-12.

5. [redacted] was reassigned on 14 April to [redacted] as [redacted] replacement.

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6. [redacted] reported to OS/HT on Thursday, 22 April 1965, as [redacted] replacement.

7. [redacted] reported to OS/CT on Monday, 26 April 1965, as [redacted] replacement.

8. [redacted], GS-04 steno, reported to OTR from IAS on Tuesday, 20 April 1965 and was assigned to PPS.

9. [redacted] GS-04 clerk typist, reported to OTR on Tuesday, 20 April 1965. [redacted] has been detailed to ETB/RS pending a permanent assignment for her.

10. [redacted] reported to SSB on Wednesday, 21 April 1965, as [redacted] replacement.

Reassignment Possibilities

1. [redacted], recently assigned to the Personnel Branch, was interviewed by [redacted] on Friday, 16 April as a possible replacement for [redacted] (PO/TR believes that Pat is over-qualified for her present assignment and doesn't find it challenging enough.) However, [redacted] did not feel that she is a suitable replacement. We have now referred [redacted] as a possible replacement for [redacted]

2. This morning [redacted] will be interviewed by [redacted] replacement. The Registrar Staff is reluctant to release [redacted] but they feel that they should not stand in her way for possible promotion.

3. [redacted] has requested permission to be considered for reassignment [redacted]

4. At [redacted] request we have referred his file to [redacted]

5. [redacted] has reported to PO/TR that he has exhausted all reassignment possibilities for [redacted] without success. [redacted] and [redacted] have both been advised.

6. [redacted] was interviewed by [redacted] on Tuesday, 20 April 1965, in regard to her desire to be transferred [redacted] However, [redacted] has no suitable vacancies in the foreseeable future for her. [redacted] informed us that [redacted] took her physical yesterday relative to the job offer she has from EE Division. If approved, she will report to EE shortly.

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Illness

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1. A report received from [] 26 April seems to confirm an earlier rumor that [] is in "critical" condition at Walter Reed Hospital. [] family still lives in the [] area and is in close touch with friends []. The complication which caused the sudden change in his condition is reported to be a blood clot. [] Chief of the Clinical Division, Office of Medical Services, is in direct contact with officials at Walter Reed.

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2. [] was discharged from Northern Virginia Doctor's Hospital 27 April. Reportedly, Ed is feeling fine and anticipates that he will return to duty in about three weeks and remain until retirement date arrives, 18 June 1965.

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3. [] the medical duty officer last weekend, called PO/TR on Monday to report that [] was admitted to Arlington Hospital at 4:00 A.M. Saturday morning with suspected appendicitis. [] is still in the hospital for observation with an undetermined diagnosis.

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4. [] was taken to Arlington Hospital on Monday by [] for an emergency appendectomy. Her condition has been reported as satisfactory. [] is to be commended for her performance during a rather trying series of events connected with [] hospitalization.

We have requested advance sick leave for both of these new employees.

Cancellation

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Chief, OTR/Language Training School, advised PO/TR on 22 April that [] a GS-13 Language Specialist recently approved for assignment to the Language School on a two-year reserve appointment basis, had cancelled his application for employment. [] told [] that he had accepted a teaching position with a private school in Connecticut. One of the inducements which caused [] to accept the offer was the agreement of the school to enroll [] son on a tuition-free basis.

Interviews

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[] has been scheduled for interviews with [] the Deputy Director of Personnel, on Tuesday, 27 April. The interview is part of the DDS screening procedure set-up to select candidates to attend the five-month course at []. [] is one of our Midcareer Officers. On 6 May like interviews will be held with Messrs. [] relative to their nominations [].

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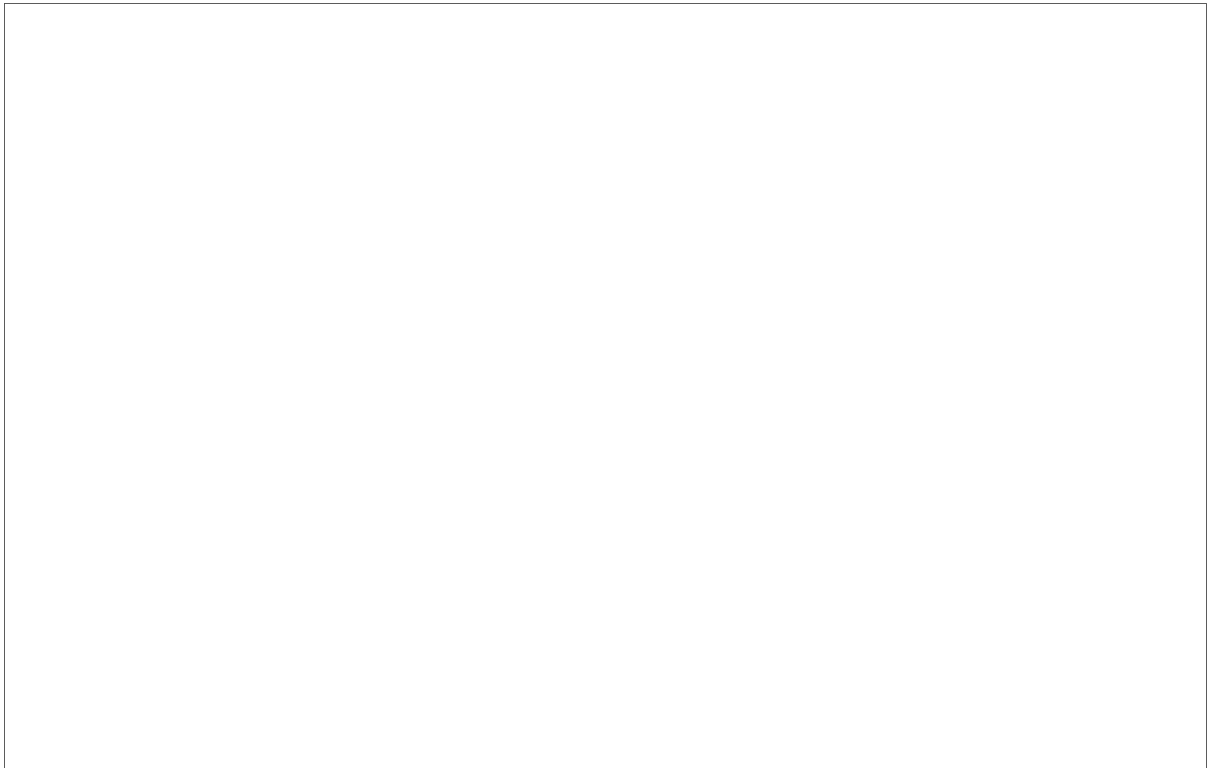


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Trips

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Management Course

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 who has just completed the one week Management Course  reports that the Course, with particular emphases on the new Managerial Grid, was well conducted and most beneficial.



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